

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. C-593

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Anne Arundel County Inspections & Permits

Administrative Division

AGENCY

DIVISION

Item No.	Description	Retention
1.	SUPERSEDES SCHEDULES C-484 C-485  AMUSEMENT LICENSES  These licenses are issued to operate or permit the operation of a carnival, coin-operated amusement device, game, or event.	RETAIN IN OFFICE THREE YEARS, THEN DESTROY
2.	ARCADE HEARINGS  Audio recording of public hearings required for annual renewal of arcade license.	RETAIN IN OFFICE ONE YEAR FROM DATE OF ISSUANCE, THEN DESTROY.
3.	BOARDS AND COMMISSIONS	
A.	Audio-recording or written transcript of all hearings and meetings conducted by the Boards and Commissions	RETAIN IN OFFICE FOR A PERIOD OF FIVE YEARS, THEN DESTROY
B.	Minutes of all hearings and meetings conducted by the Boards and Commissions	RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO STATE ARCHIVES.
C.	Correspondence, etc. pertaining to the Boards and Commissions	RETAIN FOR A PERIOD OF THREE YEARS, THEN DESTROY
D.	Exam results of trade license applicants	RETAIN FOR A PERIOD OF ONE YEAR, THEN DESTROY

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

10/14/87  
Date

Karen Kneller Mgnt Asst  
Signature Title

12/21/87  
Date

State Archivist

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Item No.	Description	Retention
4.	BUILDING PERMITS	RETAIN IN OFFICE THREE YEARS FROM DATE OF COMPLETION, THEN IN RECORD CENTER FOR TWO YEARS. AFTER FIVE YEARS SEND HARD COPY TO STATE HALL OF RECORDS FOR PERMANENT RETENTION.
5.	CABLE TELEVISION FILES	RETAIN IN OFFICE FOR THE LIFE OF THE FRANCHISE, PRESENTLY A FIFTEEN YEAR TERM. RETAIN IN RECORD CENTER FOR AN ADDITIONAL THREE YEARS. MICROFILM FRANCHISE DOCUMENTS.
6.	CANCELLED PERMITS	RETAIN ONE YEAR IN OFFICE, THEN DESTROY
7.	CASH RECEIPTS	RETAIN WITH PERMIT OR LICENSE
8.	COMPLAINTS	RETAIN IN OFFICE THREE YEARS, THEN DESTROY
	Public complaints on building construction and grading	

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Item No.	Description	Retention
9.	COMMERCIAL BUILDING PLANS	RETAIN IN OFFICE UNTIL MICROFILMED, THEN DESTROY.
10.	ELECTRICAL PERMITS  These permits are issued for the installation of electrical equipment.	RETAIN IN OFFICE THREE YEARS FROM DATE OF COMPLETION, IN RECORD CENTER FOR TWO YEARS, THEN DESTROY
11.	GENERAL CORRESPONDENCE	RETAIN IN OFFICE FOR THREE YEARS, THEN DESTROY.
12.	GRADING PERMITS	
A.	These permits are issued to perform grading, stripping, excavating, or filling of land.	RETAIN IN OFFICE ONE YEAR AFTER DATE OF COMPLETION, IN RECORD CENTER THREE YEARS, THEN DESTROY
B.	Stormwater Management Records	RETAIN PERMANENTLY UNTIL MICROFILMED

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Item No.	Description	Retention
13.	<p><b>MECHANICAL PERMITS</b></p> <p>These permits are issued for heating, refrigeration, or air conditioning installations or modifications. Attachments to the permit include J-manual, computation sheet, plans and other documentation as may be required.</p>	<p>RETAIN IN OFFICE THREE YEARS FROM DATE OF COMPLETION, IN RECORD CENTER FOR TWO YEARS, THEN DESTROY.</p>
14.	<p><b>MISCELLANEOUS LICENSES</b></p> <p>Multile family dwellings, bail bonds, drag strip, hucksters, auctioneers, swimming pools and lifeguards, parades, pawn brokers, disabled parking, camp meetings, truck towers, mobile home dealer, mobile home parks, individual mobile homes, taxi cab, taxi cab drivers</p>	<p>RETAIN IN OFFICE FOUR YEARS FROM DATE OF ISSUANCE, THEN DESTROY</p>
15.	<p><b>MONTHLY ACTIVITY REPORTS</b></p> <p>These reports provide summary information on permit issuance, plans examination, inspections, final inspections, violations satisfied, commercial licenses, mobile home licenses and rentals, taxi cabs, swimming pools, animal control, utility space and miscellaneous licenses. A second report gives the market value of the permits issued broken down by residential construction and commercial construction.</p>	<p>RETAIN ONE COPY FOR EACH MONTH PERMANENTLY OR UNTIL MICROFILMED</p>
16.	<p><b>PERCOLATION TESTS AND SEPTIC PERMITS</b></p> <p>The Inspections and Permits Office acts as an agent for the State Health Department by providing applications and taking in fees in connection with percolation tests and private sewage system processing.</p>	<p>RETAIN IN OFFICE THREE YEARS FROM DATE OF ISSUANCE, TWO YEARS IN RECORD CENTER, THEN DESTROY</p>

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No.	Description	Retention
17.	<p><b>PLUMBING PERMITS</b></p> <p>These permits are issued for all plumbing done in any building or on public or private property.</p>	<p>RETAIN IN OFFICE THREE YEARS FROM DATE OF COMPLETION, TWO YEARS IN RECORD CENTER, THEN DESTROY</p>
18.	<p><b>REFUNDS</b></p> <p>A partial refund of the initial fee is given to the permittee when a permit or license is cancelled.</p>	<p>RETAIN WITH CANCELLED PERMIT OR LICENSE</p>
19.	<p><b>SANITARY LANDFILL PERMIT</b></p>	<p>RETAIN IN OFFICE UNTIL PHASED OUT, IN RECORD CENTER FOR THREE YEARS YEARS, THEN MICROFILM</p>
20.	<p><b>TRADE LICENSES</b></p> <p>Licenses to perform work in the electrical, mechanical and plumbing trades</p>	<p>RETAIN IN OFFICE THREE YEARS FROM LICENSE EXPIRATION, THEN DESTROY</p>
21.	<p><b>WATER &amp; SEWER ALLOCATION FILES</b></p> <p>Records, documents and correspondence pertaining to the amount of water and/or sewer reserved for a subdivision, PUD commercial complex, etc.</p>	<p>RETAIN IN OFFICE UNTIL PROJECT IS COMPLETELY BUILT. RETAIN IN RECORD CENTER FOR AN ADDITIONAL THREE YEARS, THEN DESTROY</p>
22.	<p><b>WATER AND SEWER CONNECTION PERMIT</b></p> <p>This permit is obtained to connect into the public water and sewer lines.</p>	<p>RETAIN IN OFFICE THREE YEARS FROM DATE OF COMPLETION, TWO YEARS IN RECORD CENTER, THEN DESTROY</p>